



## Instructions for Prime Contractor

INDOT 2009



**INDIANA DEPARTMENT OF TRANSPORTATION**

*Driving Indiana's Economic Growth*

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## SiteXchange Instructions for Prime Contractors

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## SiteXchange Instructions for Prime Contractors

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### ***Introduction***

For awarded contracts, the SiteXchange® Application allows the Prime contractor to add subcontractor data that was previously collected and submitted on the State Form IC-730 Subcontract Approval. The completed SiteXchange® Subcontract file is then sent back to INDOT for approval.

Note: Prior to receiving the SiteXchange® Subcontract file, the Contractor's responsible person must register at IWP Site: <https://netservices.indot.in.gov/iwp/login/login.aspx>. The Process that needs to be selected is SiteXchange Process 139.

The following are suggestions for using the SiteXchange® Application:

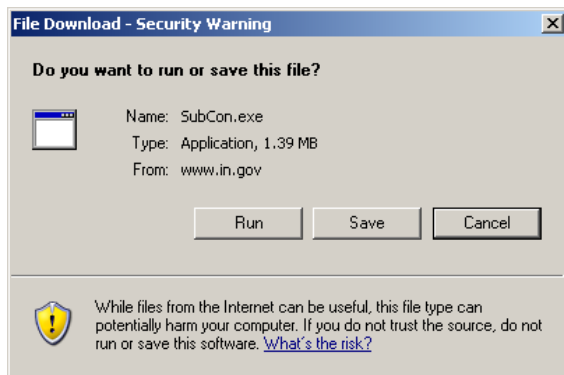
- Create a **SiteXchange Program** folder on your computer to save the SiteXchange application, SubCon.exe, the Vendor.bin, and the Contract files. These files must be kept in the same folder together for SubCon to work properly.
- Unless directed to do so, you need to only download the SiteXchange application executable, SubCon once. (You will be notified of Upgrades as they occur)
- Update the Vendor file often. By **saving** the new file in the same folder (SiteXchange Program folder), this should overwrite the older version of the Vendor.bin file.
- Only use the most current Contract file when entering the subcontract information
- If you wish to have a "Read on Receipt" notification, set up email "read receipt" rule, prior to sending the contract file to INDOT
- After emailing the Contract File to INDOT, delete or remove it from the SiteXchange® folder and place in an Archived Subcontractor Approval folder.

## SiteXchange Instructions for Prime Contractors

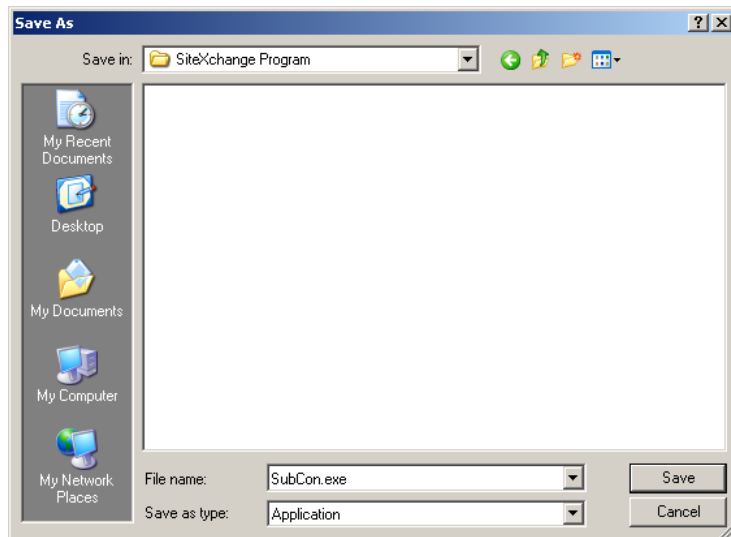
### Step 1 Contractor Downloads the SiteXchange SubCon.exe application

INDOT will have available the current SubCon.exe application. Navigate to the website Doing Business with INDOT and download the SubCon.exe application into the SiteXchange folder located on your computer. “Click” on the hyperlink to download the SubCon.exe:

A message pop up box appears, and asks: “Do you want to save this file?”



“Click” the **Save** button.



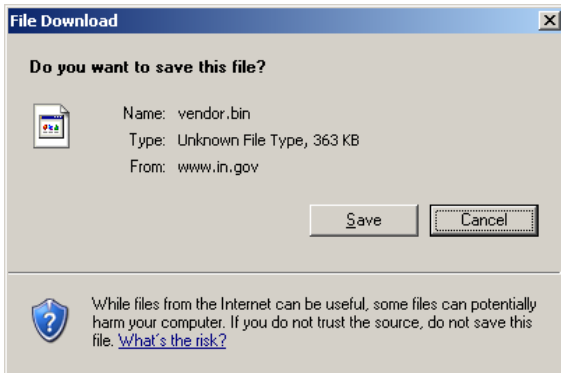
In the **Save As** pop up, navigate to the **SiteXchange Program** folder and “click” the **Save** Button.

[NOTE: <http://www.in.gov/indot/div/SubCon.exe> is the current URL, this will be added to Doing Business with INDOT > Contractor Information> webpage]

## SiteXchange Instructions for Prime Contractors

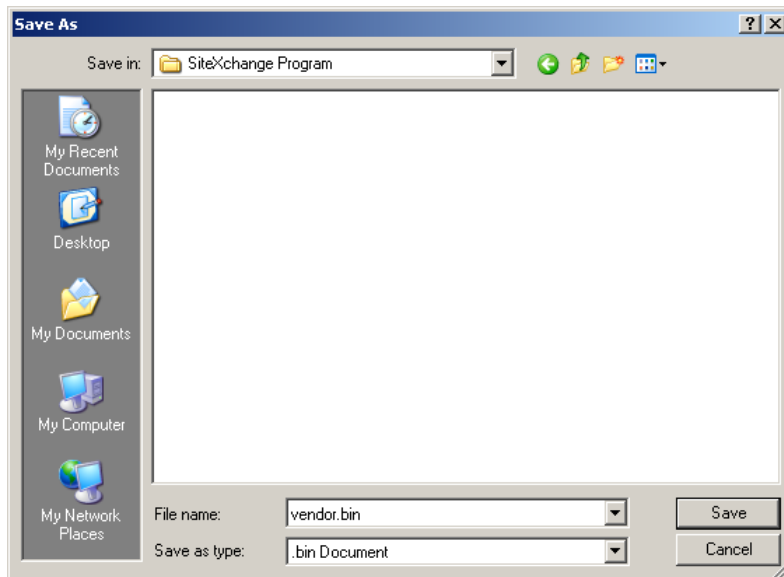
### Step 2 Contractor downloads current Vendor file

INDOT will have available the current Vendor files. Navigate to the website Doing Business with INDOT and download the Vendor file into the SiteXchange Program folder located on your computer. “Click” on the hyperlink to access the Vendor file:



Note: If a Vendor is not in the file, navigate to the website and download the current version. If the Vendor is still not in the list, the vendor in question will have to submit their W-9 to the INDOT's Pre-Qualification section to have the Vendor added to the list. The Updated file will then be made available to use.

“Click” the **Save** button.



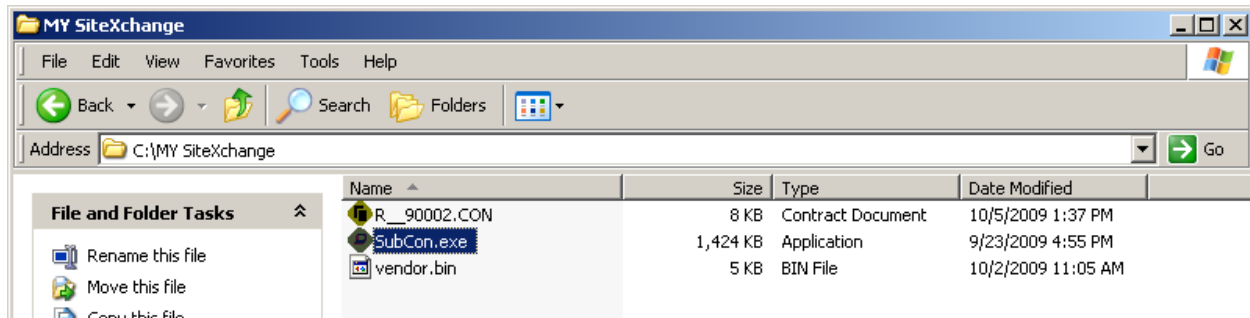
In the **Save As** pop up, navigate to the SiteXchange Folder and “click” the **Save** Button.

Note: the Contractor Representative who is responsible for completing the Subcontract information must register thru the IWP Site:  
<https://netservices.indot.in.gov/iwp/login/login.aspx> prior to receiving SiteXchange contract.con files. Instructions for registering will be found at the IWP site.

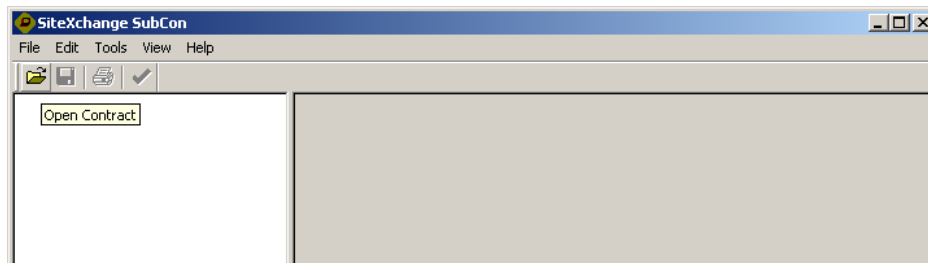
## SiteXchange Instructions for Prime Contractors

### Step 3 Contractor downloads the Contract file

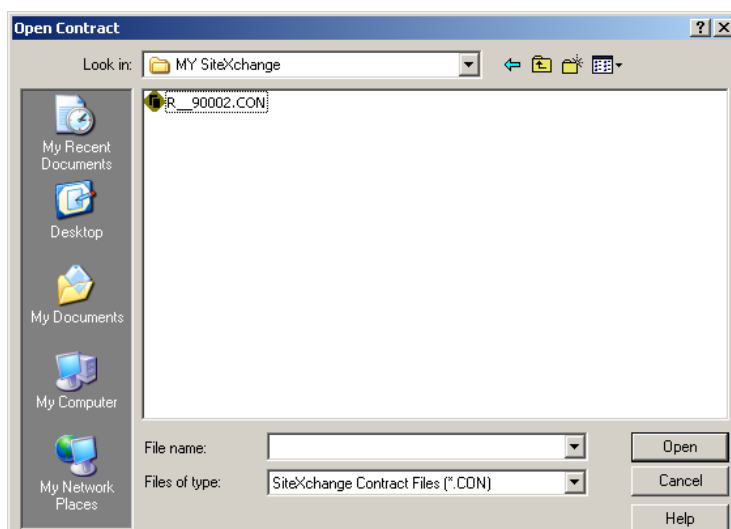
INDOT will email SiteManager “active” Contract files to the registered IWP Contractor Representative. Copy the attached contract .con files received from the email to your SiteXchange Program folder located on your computer.



Navigate to the SiteXchange Program folder located on your C drive. “Double click” the **SubCon.exe** file to open.

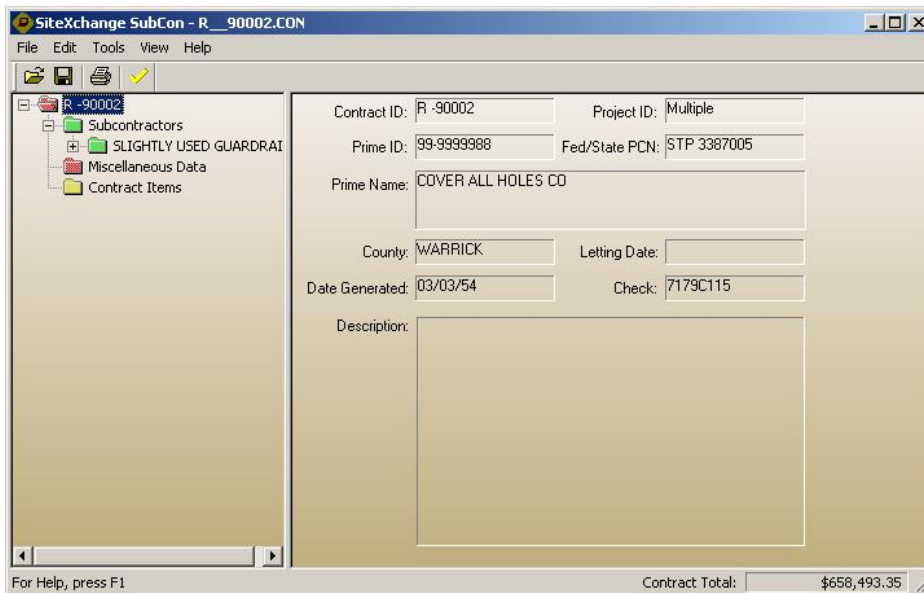


Click on the **File** located on the toolbar. Click the **Open** button.



Select the required file. “Click” the **Open** Button.  
Rev. 11-03-2009

### Step 4 Using the SiteXchange application, SubCon.

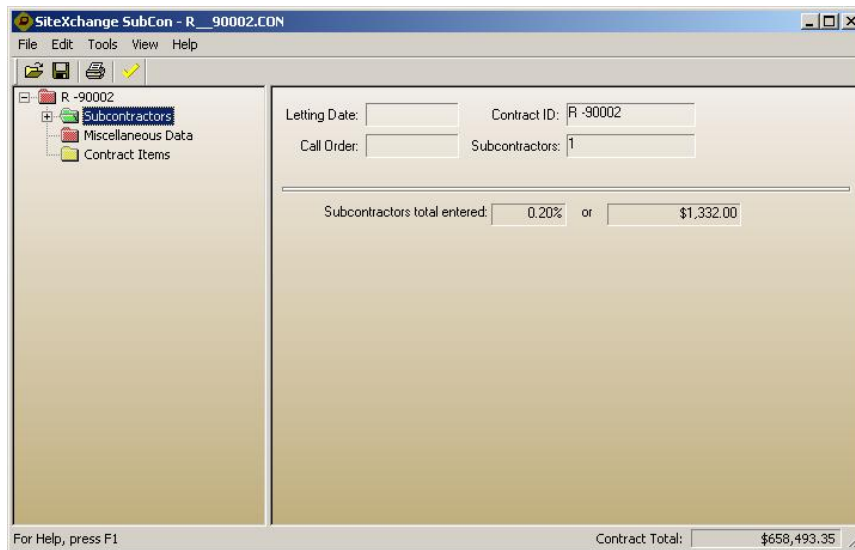


The main SiteXchange **Contract** window shows the information for the Contract file. The left pane of the window displays a tree view of the **Contract** folder, associated **Subcontractors**, **Miscellaneous Data**, and the **Contract Items** folders. The right pane contains information that is associated to the highlighted branch in left pane.

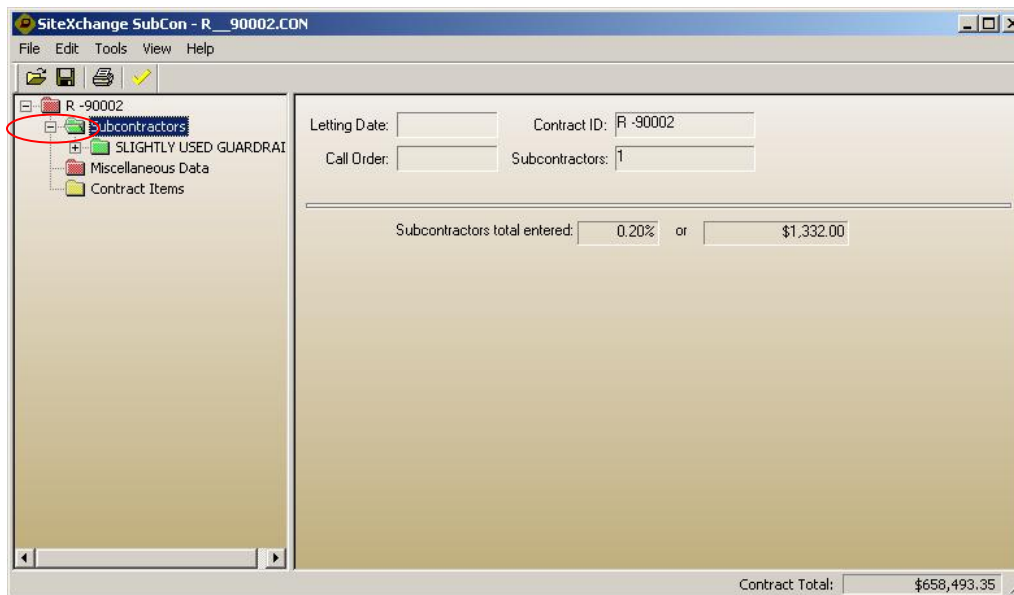
The top folder in the left pane is the **Contract** folder. In the right pane the information for the Awarded Contract may be found. This information has been exported from SiteManager. At the bottom of the window the **Contract Total** dollar amount is available. This amount will contain the original Awarded amount plus any change order or extra work agreement amounts.



## SiteXchange Instructions for Prime Contractors



The **Subcontractors** folder contains the information for the total amount of work being performed by all Subcontractors. The right pane contains the percent and amount in dollars of items being performed by subcontractors.



To view and add subcontract information, “Click” on the plus sign to expand the Subcontractor tree.

## SiteXchange Instructions for Prime Contractors

The screenshot shows a software window titled 'R-90008' with a left sidebar containing folders: 'Subcontractors', 'Miscellaneous Data', and 'Contract Items'. The main area displays a certification statement and input fields.

By submittal of this electronic data, the Prime Contractor certifies under penalties of perjury that for each proposed Subcontractor submitted:

- (1) A written subcontract agreement has been executed between the prime Contractor and the proposed Subcontractor;
- (2) that said agreement does physically contain all pertinent provisions and requirements of the prime contract;
- (3) that a properly executed Subcontractor's Certification of Unearned Work is physically attached to said agreement;
- (4) that on Federal-aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement of Affirmative Action, EEO Special Provisions, Form-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement;
- (5) that on State funded contracts, the State Wage Provisions and all applicable contract Special Provisions pertaining to the Subcontractor's operation are physically attached to, and are part of the subcontract agreement;
- (6) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor; and
- (7) that the subcontract agreement is available for review by appropriate Department or FHWA personnel upon request.

Date: 09/10/2009 [MM/DD/YY]

Contractor Appointed Representative Name: Enter Representative Name here

Title: Enter Representative's Title here

Contact Phone Number: Enter Phone number [(###)-###-####]

For Help, press F1 Contract Total: \$658,493.35

The **Miscellaneous Data** folder contains the statement that the prime contractor certifies that all pertinent documentation is on file at their office, and contains a contact name and phone number for the Registered User.

The screenshot shows a software window titled 'SiteXchange SubCon - R\_90002.CON'. The left sidebar shows folders: 'Subcontractors', 'SLIGHTLY USED GUARDRAIL', 'Miscellaneous Data', and 'Contract Items'. The main area displays a table of contract items.

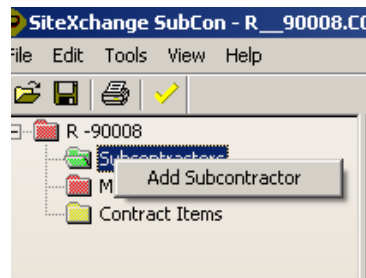
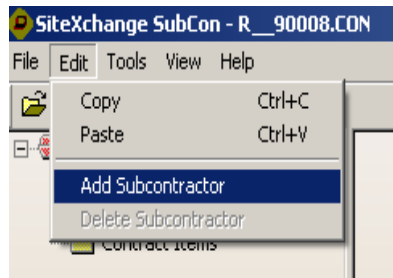
Line	Item	Quantity	Unit	Unit Price	Extension
Section					\$658,493.35
0001	105-06845	LUMP	LS	\$18,800.00000	\$18,800.00
CONSTRUCTION ENGINEERING					
0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00
FIELD OFFICE, B					
0003	106-03285	1.000	DOL	\$1.00000	\$1.00
FAILED MATERIAL					
0004	106-03289	1.000	DOL	\$1.00000	\$1.00
QUALITY ASSURANCE ADJUSTMENT					
0005	110-01001	LUMP	LS	\$33,000.00000	\$33,000.00
MOBILIZATION AND DEMOBILIZATION					
0006	201-52370	LUMP	LS	\$40,000.00000	\$40,000.00
CLEARING RIGHT OF WAY					
0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00
EXCAVATION, COMMON					
0008	205-06932	69.000	m	\$12.45000	\$859.05

Contract Total: \$658,493.35

The **Contract Items** folder contains all the items from the awarded contract, plus any Extra Work Agreements (EWA) Items that have been approved within SiteManager.

### Step 5 Contractor adds Subcontractor, associates Items, and performs checks

#### Adding Subcontractors to the Contract



To add a subcontractor to the contract, “click” on the contract folder in the tree view, “click” the **Edit** button on the menu bar and select **Add Subcontractor**. You can also add a subcontractor by right- clicking on the Subcontractors folder and selecting **Add Subcontractor**.

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

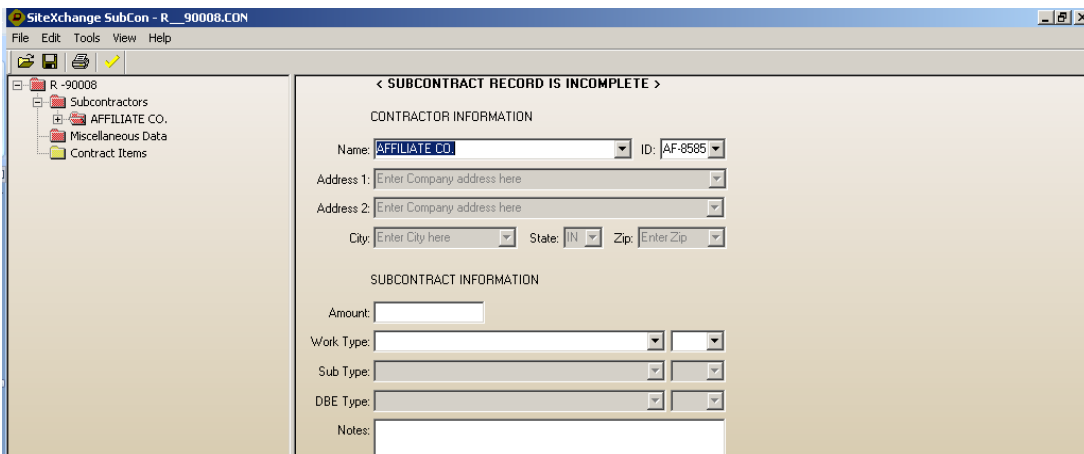
- Do Not Modify an APPROVED Subcontractor’s record within SiteXchange. Create a New Record to add additional items, leases, haulers or suppliers. Select **Add Subcontractor**, enter required information, and then associate the addition items or enter the Amount for the lease, hauler or supplier.
- Contact the District Office for support to correct any erroneous information that has been submitted to INDOT using SiteXchange.

\*\*\*\*\*

A screenshot of the SiteXchange SubCon application window titled 'SiteXchange SubCon - R\_90008.CON'. The left pane shows a tree view with 'R -90008' expanded, containing 'Subcontractors', '<Unknown Subcontractor>', 'Miscellaneous Data', and 'Contract Items'. The right pane displays a form titled '< SUBCONTRACT RECORD IS INCOMPLETE >'. The form has two sections: 'CONTRACTOR INFORMATION' and 'SUBCONTRACT INFORMATION'. The 'CONTRACTOR INFORMATION' section includes fields for Name (set to '<Unknown Subcontractor>'), ID, Address 1, Address 2, City, State, and Zip. The 'SUBCONTRACT INFORMATION' section is currently empty.

SubCon adds a new folder to the list of subcontractors for the contract in the **left pane** and displays text boxes for adding new subcontract information in the **right pane**.

## SiteXchange Instructions for Prime Contractors



The **Name** Field contains the INDOT registered Vendor List. “Click” on the drop down arrow and scroll to select the required Vendor.

**ID:, Address:, City:, State:, and Zip:** are pre-populated information for the Vendor and is un-editable.

**Amount** field contains either the dollar amount for the Hauler, Supplier or Leaser, or the Total calculated amount of all Items associated to the Subcontractor. All items that will be subcontracted in whole or part will have the dollar amount calculated after the subcontractor’s item association is completed. If the Subcontractor is a Hauler, Supplier or Leases “Enter” the dollar amount for in the **Amount** field.

**Work Type:** This field contains a list of valid codes for work classifications. The choices available depend on the selected subcontractor. “Click” on the drop down arrow and select the appropriate **Work Type**.

**Sub Type: Un-editable Field**--This field may contain Sub-Type codes for subcontractor classifications. This information is brought over from SiteManager.

**DBE Type: Un-editable Field** --This field contains may contain DBE codes for DBE classifications. This information is brought over from SiteManager.

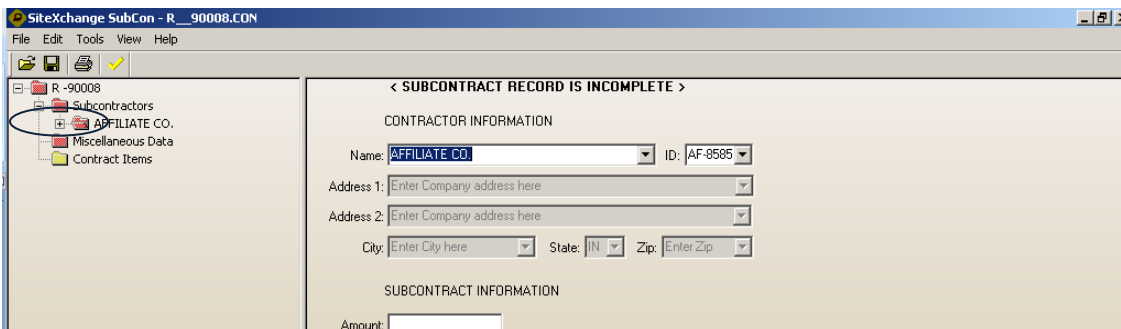
**Notes:** The Notes field may be pre populated with information submitted during the bidding process.

Note: Work Type that a particular Subcontractor/Vendor may work on can be found in the Pre-qualified Vendor list. Web Site Doing Business with INDOT:  
<http://in.gov/dot/div/contracts/letting/index.html>

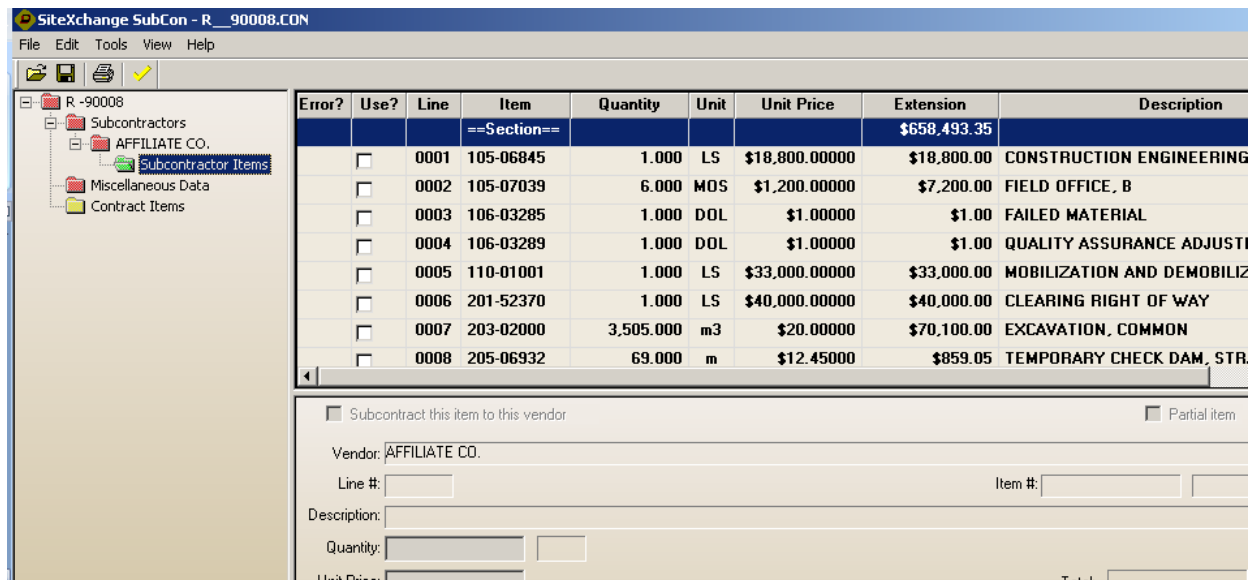
## SiteXchange Instructions for Prime Contractors

### Associating Items to the Subcontractor

To subcontract an item to a vendor, select the item from the list in the upper section of the Subcontractor Item window, and either “click” the check box in the **Use?** column in the upper section of the window or the check box labeled **Subcontract this item to this vendor** in the lower section of the window. To delete an item, select the item in the upper section of the window and clear either the **Use?** checkbox or the **Subcontract this item to this vendor** check box.



“Click” on the **plus sign** in the **left pane** to expand the selected Vendor’s tree. Then “Click” on the **Subcontractor Items** branch.



The list of the Contract Line Items for this specific Contract is available in the right Pane. The top right pane contains nine columns. This information is pre-populated from the Awarded contract.

The **Error?** column will show if there is any errors associated with an item record.

## SiteXchange Instructions for Prime Contractors

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75
	<input checked="" type="checkbox"/>	0011	207-08263	4,782.000	m2	\$6.00000	\$28,692.00
	<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.  
 Line #: 0011 Item #: 207-08263  
 Description: SUBGRADE TREATMENT, TYPE IA  
 Quantity: 4,782.000 m2  
 Unit Price: \$6.00000 Total: \$28,692.00  
 Notes:

For Help, press F1 Contract Total: \$658,493.35

The **Use?** column activates the item record. Additional information associated with that item will be in the bottom right pane.

The **Item**, **Quantity**, **Unit**, **Unit Price**, **Extension**, and **Description** columns information is pre-populated from the Awarded contract.

The bottom right pane contains information that is associated to the item that is highlighted in the top right pane. Select the appropriate Item by "Clicking" the Check box in the **Use?** column. In the bottom pane the Check Box for **Subcontract this item to this vendor** is automatically checked and the Quantity, Unit Price and Notes fields are open for edits.

**Partial Items:** check box is a locked field. This box will automatically be flagged when an item Quantity and or Unit Price has been modified. (See page #18 for examples of Subletting Contract Work).

**Vendor** name is automatically filled in.

**Item #** information is automatically filled in.

**Line #** is automatically filled in.

**Description** is automatically filled in.

## SiteXchange Instructions for Prime Contractors

For Help, press F1

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON

Subcontract this item to this vendor ☒ Partial item ☐

Vendor: AFFILIATE CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 3,505.000 \* .333333 m3

Unit Price: \$20.00000 Total: \$70,100.00

Notes:

Contract Total: \$658,493.35

The Quantity field is a calculable field. As an example you can multiply, divide add and subtract by entering the mathematical formula in this field. In the **Quantity** field enter the appropriate quantity amount. (See page #17 for examples of Subletting Contract Work).

For Help, press F1

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	1,168.332	m3	\$20.00000	\$23,366.64	EXCAVATION, COMMON

Subcontract this item to this vendor ☒ Partial item ☐

Vendor: AFFILIATE CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 1,168.332 m3

Unit Price: \$20.00000 Total: \$23,366.64

Notes:

Contract Total: \$658,493.35

Notice the quantity is now 1,168.332 m3 and the Total is \$23,366.64.

For Help, press F1

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000	m3	\$20.00000 / 2	\$70,100.00	EXCAVATION, COMMON

Subcontract this item to this vendor ☒ Partial item ☐

Vendor: AFFILIATE CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 3,505.000 m3

Unit Price: \$20.00000 / 2 Total: \$70,100.00

Notes:

Contract Total: \$658,493.35

The Unit Price field is a calculable field. **Unit Price:** If appropriate enter the **Unit Price** in the **Unit Price** field. (See page #17 for examples of Subletting Contract Work).

For Help, press F1

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000	m3	\$10.00000	\$35,050.00	EXCAVATION, COMMON

Subcontract this item to this vendor ☒ Partial item ☐

Vendor: AFFILIATE CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 3,505.000 m3

Unit Price: \$10.00000 Total: \$35,050.00

Notes:

Contract Total: \$658,493.35

Notice that the **Unit Price** is now \$10.00 and the **Total** is now \$35,050.00.

## SiteXchange Instructions for Prime Contractors

The screenshot shows the SiteXchange SubCon - R\_90008.CON window. On the left is a tree view with folders: R -90008, Subcontractors, AFFILIATE CO., Subcontract, ALL GREEN LIG, Subcontract, Miscellaneous Data, and Contract Items. The main table lists items with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. Item 0007 (203-02000) is highlighted in blue. A 'Quantity Error' dialog box is open over item 0012, displaying a yellow warning icon and the message: 'Fully committed quantity; please de-select item.' Below the table, there is a form for item details. The 'Subcontract this item to this vendor' checkbox is checked. The Vendor is 'ALL GREEN LIGHT CO.', Line # is '0007', Item # is '203-02000', and Description is 'EXCAVATION, COMMON'. The Quantity is '0.000' m3, with a note '<fully committed quantity>'. The Unit Price is '\$20.00000'. The Total is '\$0.00'. There is also a 'Notes' field.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0007	203-02000	0.000	m3	\$20.00000	\$0.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALES
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PROTECTION
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input type="checkbox"/>	0011	207-08263				.692.00	SUBGRADE TREATMENT, TYPE IA
	<input type="checkbox"/>	0012	301-07448				.680.00	COMPACT AGG, NO. 53, BASE
	<input type="checkbox"/>	0013	306-08034				.861.50	MILLING, ASPHALT, 38 mm
	<input type="checkbox"/>	0014	306-08043				.605.80	MILLING, TRANSITION
	<input type="checkbox"/>	0015	401-07334				.883.20	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm
	<input type="checkbox"/>	0016	401-07403				.597.50	QC/QA-HMA, 3, 76, INTERMEDIATE, 19.0 mm

**Quantity Error**  
Fully committed quantity; please de-select item.  
OK

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: ALL GREEN LIGHT CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 0.000 m3 <fully committed quantity>

Unit Price: \$20.00000 Total: \$0.00

Notes:

Items added to another Subcontractor may not be over committed. An error message will pop up asking you to de-select item. To add a item that has been fully committed to another subcontractor you must first adjust the quantity of Subcontractor A prior to adding the item to Subcontractor B.

Rules that will produce error messages are as follows:

- The total quantity entered for a subcontracted item may not exceed the item Bid Quantity plus approved Change Order quantity for the item.
- The Unit Price may not exceed the bid unit price or approved Change Order price for the item.



## SiteXchange Instructions for Prime Contractors

The screenshot shows the SiteXchange SubCon interface for contract R\_90008.CON. A list of items is displayed with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. Line 0011 is selected, and a detail form is open below it.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
	<input type="checkbox"/>	0007	203-02000	0.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALES
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PROTECTION
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input checked="" type="checkbox"/>	0011	207-08263	2,400.000	m2	\$6.00000	\$14,400.00	SUBGRADE TREATMENT, TYPE IA
	<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG. NO. 53, BASE

Subcontract this item to this vendor ☒ Partial item ☐

Vendor: ALL GREEN LIGHT CO.

Line #: 0011 Item #: 207-08263

Description: SUBGRADE TREATMENT, TYPE IA

Quantity: 2,400.000 m2

Unit Price: \$6.00000 Total: \$14,400.00

Notes:

To add the remainder of an Item to a different subcontractor, select the applicable Item.

The screenshot shows the same SiteXchange SubCon interface, but now line 0011 is highlighted in blue, indicating it is the selected item. The quantities and extensions for the other items remain the same as in the previous screenshot.

Line	Item	Quantity	Unit	Unit Price	Extension
0010	205-06937 TEMPORARY SILT FENCE	155.000	m	\$5.05000	\$782.75
0011	207-08263 SUBGRADE TREATMENT, TYPE IA	4,782.000	m2	\$6.00000	\$28,692.00
0012	301-07448 COMPACT AGG. NO. 53, BASE	156.000	Mg	\$30.00000	\$4,680.00
0013	306-08034	5,241.000	m2	\$1.50000	\$7,861.50

Notice that the remaining Quantity has been adjusted from the original contract quantity.

The **Note** field must include an explanation if the proposed subcontractor will be performing less than 100% of all the work and all the quantity for an item. The contractor must include a brief explanation as to how the remainder of the work or quantity will be performed.

Acceptable explanations include "Sub performing only X of the work; remainder to be self performed.", "Remainder of item quantity to be performed by Subcontractor "X", "Remainder of work still to be assigned."

Enter the appropriate explanation if applicable in the **Note** field.

## SiteXchange Instructions for Prime Contractors

### Subletting Contract Work

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
	<input type="checkbox"/>	0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALE

☐ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #:  Item #:

Description:

Quantity:  Unit Price:  Total:

Notes:

There are four scenarios for subletting contract work:

1. The subcontractor may perform all of the work associated with the entire contract pay item quantity.
2. The subcontractor may perform all of the work associated with only a portion of the contract pay item quantity.
3. The subcontractor may perform only a portion of the work associated with the entire contract pay item quantity.
4. The subcontractor may perform only a portion of the work associated with only a portion of the contract pay item quantity.

Note: only the **Quantity** or the **Unit Price** field will modified for these four examples.

## SiteXchange Instructions for Prime Contractors

### 1. The subcontractor may perform all of the work associated with the entire contract pay item quantity.

This is the simplest type of sublet to enter into SubCon. The prime contractor is subletting all of the work, including labor, equipment and materials to the subcontractor for the total quantity of the contract bid item. The prime may or may not have added markup to the sub's price and it is even possible that the sub's price is more than the unit price bid by the prime contractor. This information is not required and should not be entered. The Department is looking only at the item in light of the contract bid price and quantity to determine the percentage of work subcontracted.

The screenshot displays the SiteXchange software interface. At the top, a table lists various items with their respective quantities, units, and prices. Item 0086, 'SNOWPLOWABLE RAISED PAVEMENT MARKER', is highlighted. Below the table, a detailed view of item 0086 is shown, including fields for Vendor, Line #, Item #, Description, Quantity, Unit Price, and Total. The 'Subcontract this item to this vendor' checkbox is checked.

Item #	Item Code	Quantity	Unit	Unit Price	Total Price	Description
0080	808-75245	851.000	m	\$0.88000	\$748.88	LINE, THERMOPLASTIC, SOLID, YELLOW, 100m
0081	808-75278	81.000	m	\$5.50000	\$445.50	TRANSVERSE MARKINGS, THERMOPLASTIC, S
0082	808-75297	46.000	m	\$11.00000	\$506.00	TRANSVERSE MARKINGS, THERMOPLASTIC, S
0083	808-75320	7.000	EACH	\$80.00000	\$560.00	PAVEMENT MESSAGE MRKNG, THERMO, LANE
0084	808-75325	7.000	EACH	\$110.00000	\$770.00	PAVEMENT MESSAGE MRKNG, THERMO, WORK
0085	808-75996	45.000	EACH	\$20.00000	\$900.00	SNOWPLOWABLE RAISED PAVEMENT MARKER
0086	808-75998	58.000	EACH	\$35.00000	\$2,030.00	SNOWPLOWABLE RAISED PAVEMENT MARKER
0087	808-92027	554.000	m	\$3.50000	\$1,939.00	LINE, THERMOPLASTIC, SOLID, YELLOW, 200m

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0086 Item #: 808-75998

Description: SNOWPLOWABLE RAISED PAVEMENT MARKER

Quantity: 58.000 EACH

Unit Price: \$35.00000 Total: \$2,030.00

Notes:

For Help, press F1 Contract Total: \$658,493.35

### Example 1

Contractor A sublets all work associated with the entire contract quantity of pay item number 0086, SNOWPLOWABLE RAISED PAVEMENT MARKERS to Subcontractor B. The item code is 808-75998, the contract quantity is 58.000 EACH and the contract unit price is \$35.0000 per EACH. “Click” in the Check Box in the **Use?** column next to the appropriate Item. “Click” the **Save** icon.

## SiteXchange Instructions for Prime Contractors

### 2. The subcontractor may perform all of the work associated with only a portion of the contract pay item quantity.

In this case, the prime contractor is subcontracting only a part of the total bid item quantity. The subcontractor will still perform all the work on that portion of the item. The remainder of the item quantity may be performed by another subcontractor or by the prime, but for the first subcontractor's record it is important to show what quantity of the bid item is proposed to be sublet. The prime contractor must explain who will complete the remainder of the item quantity. Acceptable explanations include "Remainder of item to be self performed" and "Subcontractor to be determined will complete remainder of item". As with Scenario 1, the prime may or may not have added markup to the sub's price and the sub's price may be more than the unit price bid by the prime contractor.

<input type="checkbox"/>	0045	720-45070	1.000	EACH	\$3,000.00000	\$3,000.00	INLET, P12A 10:1
<input type="checkbox"/>	0046	801-04308	2.000	EACH	\$450.00000	\$900.00	ROAD CLOSURE SIGN ASSEMBLY
<input checked="" type="checkbox"/>	0047	801-06207	4,096.000	m	\$2.50000	\$10,240.00	TEMPORARY PAVEMENT MARKING, REMOVABLE
<input type="checkbox"/>	0048	801-06625	23.000	EACH	\$85.00000	\$1,955.00	DETOUR ROUTE MARKER ASSEMBLY

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0047 Item #: 801-06207

Description: TEMPORARY PAVEMENT MARKING, REMOVABLE,

Quantity: 4,096.000 m

Unit Price: \$2.50000 Total: \$10,240.00

Notes:

Contract Total: \$658,493.35

#### Example 2

Contract item number 0047 TEMPORARY PAVEMENT MARKING, REMOVABLE, Item Code 801-06207 has a total quantity of 4096.000m, with a contract unit price of \$2.50 per meter. The quantity is split between two different Contractors. Contractor A sublets part of the quantity to Subcontractor B. The remaining portion will be completed by Contractor A.

"Click" in the Check Box in the **Use?**, column next to the appropriate Item. A check will appear.

## SiteXchange Instructions for Prime Contractors

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0043	720-44015	2.000	EACH	\$800.00000	\$1,600.00	CASTING, 2, FURNISH AND AC
	<input type="checkbox"/>	0044	720-45030	1.000	EACH	\$2,500.00000	\$2,500.00	INLET, E7
	<input type="checkbox"/>	0045	720-45070	1.000	EACH	\$3,000.00000	\$3,000.00	INLET, P12A 10:1
	<input type="checkbox"/>	0046	801-04308	2.000	EACH	\$450.00000	\$900.00	ROAD CLOSURE SIGN ASSEMI
	<input checked="" type="checkbox"/>	0047	801-06207	2,024.000	m	\$2.50000	\$5,060.00	TEMPORARY PAVEMENT MAR

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.  
 Line #: 0047 Item #: 801-06207  
 Description: TEMPORARY PAVEMENT MARKING, REMOVABLE.  
 Quantity: 2,024.000 m  
 Unit Price: \$2.50000 Total: \$5,060.00  
 Notes: Sub performing only X work; remainder to be self performed.

Contract Total: \$658,493.35

In the bottom pane the **Check Box for Subcontract this item to this vendor** is automatically checked and the other fields are open for edits.

In the bottom pane “Click” in the **Quantity** field. Enter the portion of work that the Subcontractor will perform, in this example 2024.00 m.

In this example the Prime will complete the rest of the Item. In the **Note** field, enter “Sub performing only 2024.0 m of work; remainder to be self performed”.

“Click” the **Save** icon.

Note: the work preformed is still 100 % because the subcontractor is performing *all* the work associated with the item even though the sub is only performing a portion of the item quantity.

## SiteXchange Instructions for Prime Contractors

### 3. A Subcontractor Performs a Portion of the Work for the Total Contract Quantity

Example 3 involves a subcontract to perform only a portion of the work for the total bid item quantity. In this example, the subcontractor is only providing the equipment and operators toward the total work required for the bid item. Again, the remainder of the work may be self performed by the prime or subcontracted or a combination of both.

#### Example 3

Contract item number 0047 is for Signal Support Foundation, 915mmX3.7m. The contract quantity of 4 at a contract unit price of \$1600 Each. Contractor A is subletting only the excavation of the signal support foundation, the cost of which is included in the unit price of item 0047. Subcontractor B agrees to excavate for the foundations for a total subcontract price of \$1500.00.

The screenshot shows the SiteXchange SubCon software interface. The main window displays a table of items with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. Item 0058, 'SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m', is selected, and its 'Use?' checkbox is checked. Below the table, the 'Subcontract this item to this vendor' checkbox is also checked. The vendor is set to 'AFFILIATE CO.', and the line number is '0058'. The description is 'SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m', the quantity is '4.000', the unit is 'EACH', the unit price is '\$1,600.00000', and the total is '\$6,400.00'. The 'Notes' field is empty. The 'Contract Total' at the bottom right is '\$658,493.35'.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0055	802-07059	13.000	EACH	\$30.00000	\$390.00	SIGN. SHEET, AND SUPPORT
	<input type="checkbox"/>	0056	802-76025	19.000	m2	\$162.00000	\$3,078.00	SIGN. SHEET, ENCAPSULATE
	<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A
	<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$1,600.00000	\$6,400.00	SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m
	<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0058 Item #: 805-01815

Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m

Quantity: 4.000 EACH

Unit Price: \$1,600.00000 Total: \$6,400.00

Notes:

For Help, press F1 Contract Total: \$658,493.35

“Click” in the Check Box in the **Use?**, column next to the appropriate Item. A check will appear. In the bottom pane the Check Box for Subcontract this item to this vendor is automatically checked and the other fields are open for edits.

Determine the percentage of work by dividing the subcontract price of the item \$1500.00 by the **Total** amount of \$6400.00:  $1500.00 / 6400.00 = 0.234375$ . (Note: use as many places to the right of the decimal point as possible.)

## SiteXchange Instructions for Prime Contractors

<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A		
<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$1,600.00000	\$6,400.00	SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m		
<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL		
<input type="checkbox"/>	0060	805-02087	1.000	LS	\$400.00000	\$400.00	TRANSPORTATION OF SALV. SIGNAL EQUIPMENT		

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.  
 Line #: 0058 Item #: 805-01815  
 Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m  
 Quantity: 4.000 EACH  
 Unit Price: \$1,600.00:234375 Total: \$6,400.00  
 Notes:

For Help, press F1 Contract Total: \$658,493.35

To calculate the **Total**

Click behind the \$1600.00000 within the **Unit Price** field. Enter \* 0.234375. Tab out of Unit Price field.

SiteXchange SubCon - R\_900081.CON

File Edit Tools View Help

R -90008

- Subcontractors
  - AFFILIATE CO.
    - Subcontractor Items
    - ALL GREEN LIGHT CO.
    - Miscellaneous Data
    - Contract Items

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0055	802-07059	13.000	EACH	\$30.00000	\$390.00	SIGN, SHEET, AND SUPPORT?
	<input type="checkbox"/>	0056	802-76025	19.000	m2	\$162.00000	\$3,078.00	SIGN, SHEET, ENCAPSULATE
	<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A
	<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$375.00000	\$1,500.00	SIGNAL SUPPORT FOUNDATION
	<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.  
 Line #: 0058 Item #: 805-01815  
 Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m  
 Quantity: 4.000 EACH  
 Unit Price: \$375.00000 Total: \$1,500.00  
 Notes: Remainder of work still to be assigned.

For Help, press F1 Contract Total: \$658,493.35

Notice that the Unit Price is now \$375.00 and the Total is now \$1500.00.

In this example the Prime has not assigned the remainder of work for the item. In the **Note** field, enter "Remainder of work still to be assigned."

## SiteXchange Instructions for Prime Contractors

### 4. A Subcontractor Performs a Portion of the Work for a Portion of the Contract Quantity

<input checked="" type="checkbox"/>	0011	207-08263	4,782.000	m2	\$6.00000	\$28,692.00	SUBGRADE TREATMENT, TYPE IA
<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG. NO. 53, BASE

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0011 Item #: 207-08263

Description: SUBGRADE TREATMENT, TYPE IA

Quantity: 4,782.000 m2

Unit Price: \$6.00000 Total: \$28,692.00

#### Example 4

Contract Item # 00011 Subgrade Treatment, Type IA has a total quantity of 4,782 m2 with a Unit Price of \$6.00. Contractor A, plans to subcontract all the work for 2400 m2 of the Subgrade Treatment IA to Subcontractor C. The remainder of the item quantity, 2382 m2, will be done using chemical modification. Subcontractor B is being contracted to perform all of the chemical modification work except final grading of the subgrade which will be done by Contractor A, the subcontract amount is for \$5.35 per sys.

“Click” in the Check box in the **Use?** column next to the appropriate Item. A check will appear. In the bottom pane the Check box for Subcontract this item to this vendor is automatically checked and the other fields are open for edits.

SiteXchange SubCon - R\_900081.CON

File Edit Tools View Help

Subcontractors

- AFFILIATE CO.
- Subcontractor Items
- ALL GREEN LIGHT CO.
- Subcontractor Items
- BUMB REMOVERS INC.
- Miscellaneous Data
- Contract Items

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STL
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PR
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input checked="" type="checkbox"/>	0011	207-08263	2,382.000	m2	\$5.35000	\$12,743.70	SUBGRADE TREATMENT, TYP
	<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG. NO. 53, BASE

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0011 Item #: 207-08263

Description: SUBGRADE TREATMENT, TYPE IA

Quantity: 2,382.000 m2

Unit Price: \$5.35000 Total: \$12,743.70

Notes: Remainder of Item to be performed by Bump Removers Inc.

For Help, press F1 Contract Total: \$658,493.35

“Enter” the sublet quantity of 2382 in the **Quantity** field. “Enter” the sublet price of 5.35 into the **Unit Price** field. Notice that the **Total** field has the adjusted **Total** amount.

In this example the Prime has not assigned the remainder of work for the item. In the **Note** field, “enter” “Remainder of work to be performed by Contractor ‘C’.”

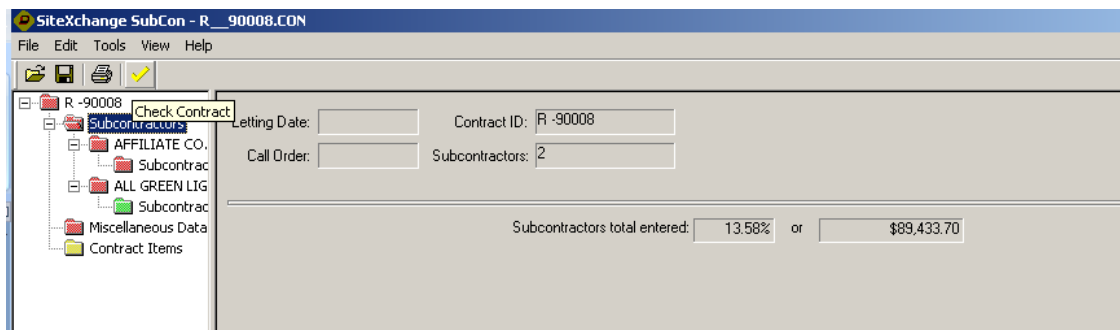


## SiteXchange Instructions for Prime Contractors

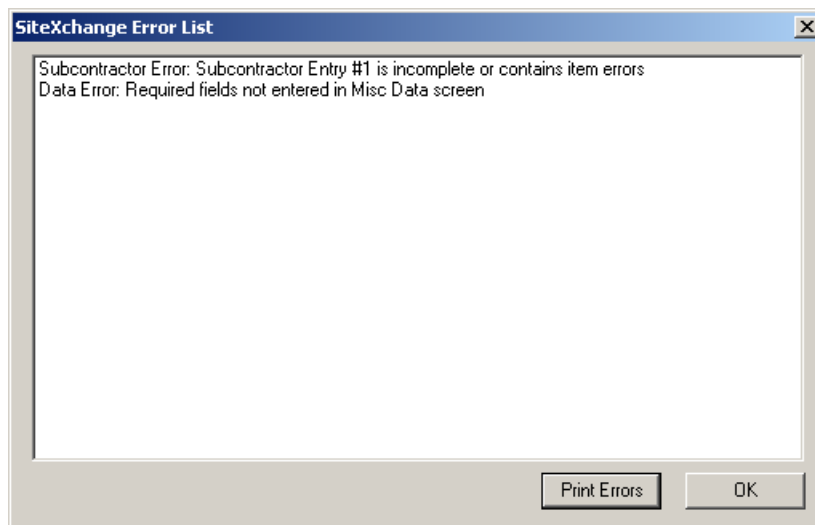
### Step 6 Performing Checks

SiteXchange SubCon will check the contract and all associated subcontracts to ensure that all required data is entered in SiteXchange SubCon. If no errors are found during the check contract process, then SiteXchange SubCon displays the Contract Check message box, which indicates that the Contract Is Complete.

The folders in the tree view are color coded: a green folder indicates that it contains valid, error-free information; a yellow folder indicates that it contains information with warnings; and a red folder contains information with errors.



The Check Contract process may be initiated by either clicking the Check Contract button on the tool bar or by selecting Check Contract from the Tools Menu. “Click” on the yellow check mark located on the tool bar.



The SiteXchange Error List appears with error messages that pertain to this file.

## SiteXchange Instructions for Prime Contractors

Possible Errors are as follows:

### Subcontractors Information window:

Subcontractor Error: **Work Type** not selected: Please enter a **Work Type**.

Subcontractor Error: Dollar **Amount** not found

Subcontractor Warning: "Vendor Name Here" not chosen from list.

### Subcontractor Item window:

Entered Quantity, **##.###** must not be greater than current available quantity, **##.###**; value reset

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
		0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
		0011	207-08263	2,400.000	m2	\$6.00000	\$14,400.00	SUBGRADE TREATMENT, TYPE IA

Subcontract this item to this Vendor: ALL GREEN LIGHT CO.  
Line #: 0011  
Description: SUBGRADE TREATMENT, TYPE IA  
Quantity: 2400.000  
Unit Price: \$6.00000  
Total: \$14,400.00

"Click" OK

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
		0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
		0007	203-02000	0.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
		0008	205-06932	0.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALES
		0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PROTECTION
		0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
		0011	207-08263	2,400.000	m2	\$6.00000	\$14,400.00	SUBGRADE TREATMENT, TYPE IA

Subcontract this item to this vendor Partial item  
Vendor: ALL GREEN LIGHT CO.  
Line #: 0011 Item #: 207-08263  
Description: SUBGRADE TREATMENT, TYPE IA  
Quantity: 2400.000 m2  
Unit Price: \$6.00000  
Total: \$14,400.00  
Notes:

The System automatically resets the Quantity to the amount that is available.

### Miscellaneous Data window

Data Error: Required fields not entered in Misc Data screen

### Step 7 Miscellaneous Data

The Miscellaneous Data Window contains information that Prime Contractor agrees to prior to submitting the Contract file to INDOT.

File Edit Tools View Help

(1) A written subcontract agreement has been executed between the prime Contractor and the proposed Subcontractor;

(2) that said agreement does physically contain all pertinent provisions and requirements of the prime contract;

(3) that a properly executed Subcontractor's Certification of Unearned Work is physically attached to said agreement;

(4) that on Federal-aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement of Affirmative Action, EEO Special Provisions, Form-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement;

(5) that on State funded contracts, the State Wage Provisions and all applicable contract Special Provisions pertaining to the Subcontractor's operation are physically attached to, and are part of the subcontract agreement;

(6) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor; and

(7) that the subcontract agreement is available for review by appropriate Department or FHWA personnel upon request.

Date: 09/10/09 [MM/DD/YY]

Contractor Appointed Person Name: Name Entered Here

Title: Title Entered Here

Contact Phone Number: Phone Entered Here

I hereby affirm that I have read and understand the requirements set out above: Yes

After reading the agreements enter the current Date in the **Date** field in the format of MM/DD/YY.

Enter the Contractor **Appointed Representative Name**: in the **Appointed Representative Name** field.

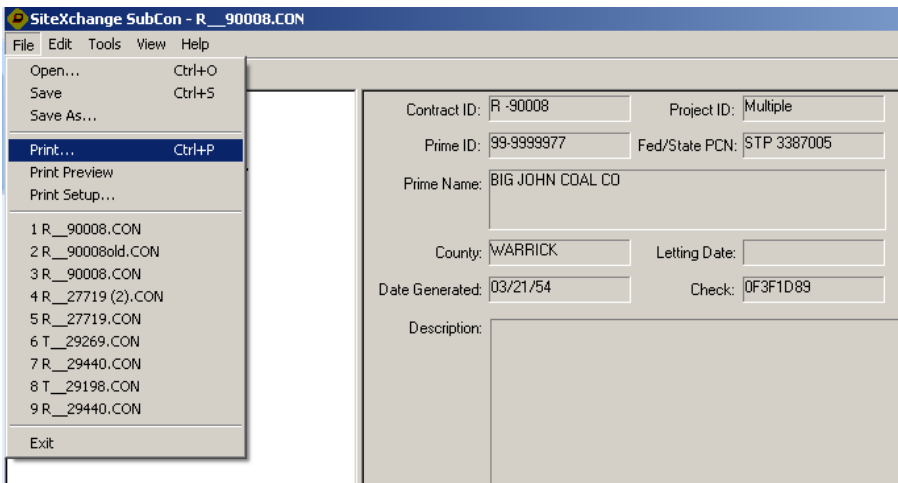
Enter the Appointed Representative Title: in the **Title** field.

Enter the Appointed Representative Phone number in the **Contact Phone Number**: field in the format of (###)-###-####

Select **Yes** that you affirm that you have read and understood the requirements set out above.

### Step 8 Print the SiteXchange SubCon Report

Subcontract Request and Approval Report contains a list of all the subcontractors and items that have been subcontracted on the contract. Printing the Subcontract Request and Approval Report provides a hard copy that the Prime contractors must keep with their Contract Files.



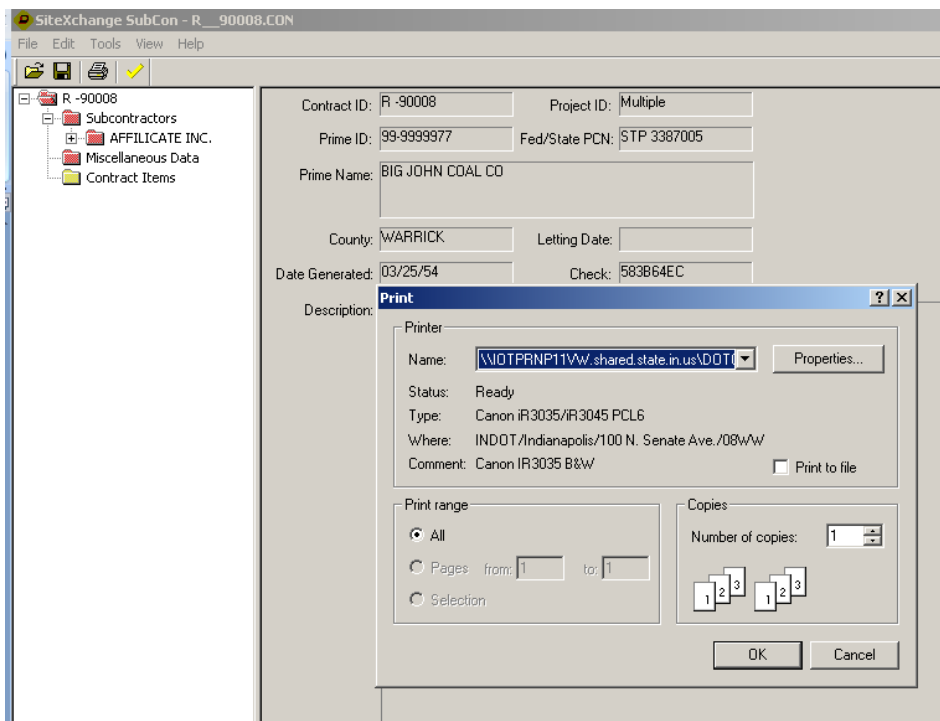
“Click” on the File button located on the toolbar, and select **Print**.



If errors exist in the contract file, the **SiteXchange Error List** window will be displayed with the errors listed before the report is printed. You may Print the Errors or “click” OK to close this window.

Note: Prior to submitting contract file to INDOT for subcontractor approval, errors must be resolved.

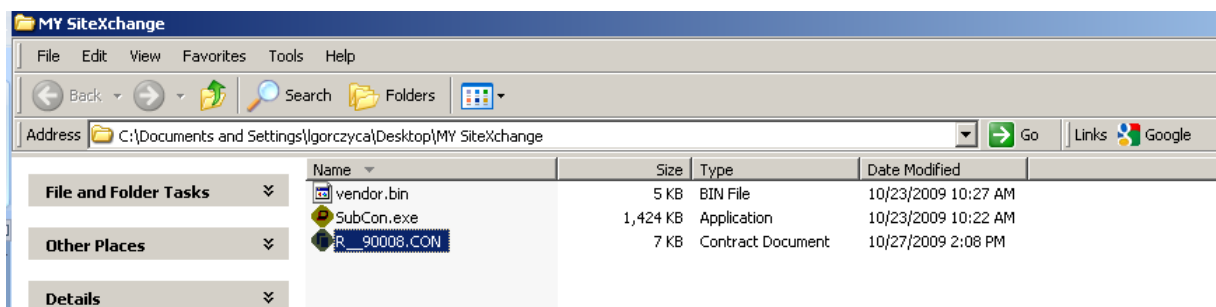
## SiteXchange Instructions for Prime Contractors



Select printing parameters and click **OK**.

### Step 9. Contractor Submits the contract file to INDOT

Contractor sends the Contract file to INDOT via the email address noted below.



The Contract file will be the one with the format of XX\_#####.con (i.e. R\_\_29900.CON).

Select the appropriate Contract File and email to: [SubcontractReview@indot.in.gov](mailto:SubcontractReview@indot.in.gov)

Note: You may find the Email address at the INDOT > Doing Business with INDOT > Contractors website: <http://www.in.gov/indot/7147.htm>

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